

# KNCR Sound Resource Library Guide



# Hear that?

## **Welcome to the KNCR Sound Resource Library Guide!**

The sound resource library started as an Honors Project and is now a free and easy way to access sounds resources (music and sound effects) for all types of student and faculty projects on campus.

# INSTRUCTIONS FOR USE



## Login to "Facilis" to activate the shared drive

Click on the shortcut on the desktop to launch Facilis.

Login with

Username: media

Password: media

Select "Volumes" and "Mount" the SFX drive.

**Once you are successfully logged in, you can view the library in the file explorer.**



# FACILIS LOGIN TUTORIAL

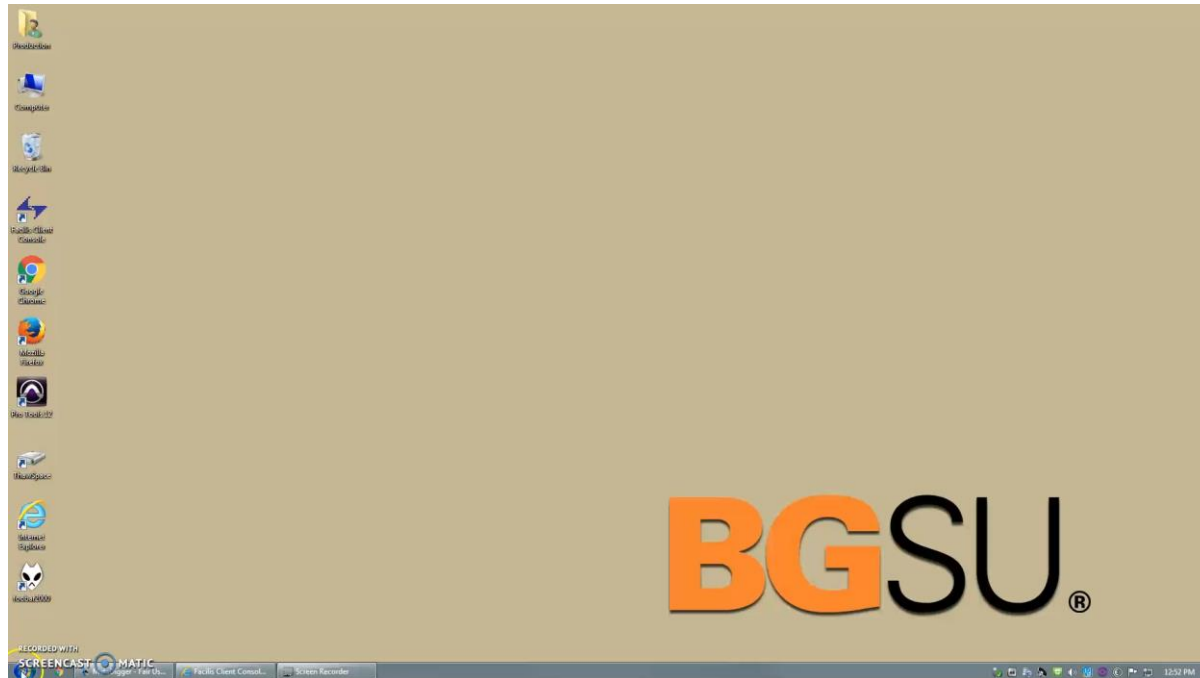


# LIBRARY ORGANIZATION



- The library is organized by folders within the shared drive
- Each sound clip is organized by license type followed by the company/distributor
  - Ex: "Fair Use Music" (describes type of license) followed by the sound type (music or sound effect)
    - Inside the "Fair Use Music" folder
      - Footage Firm (source of sounds)

# LIBRARY ORGANIZATION VIEW





# DEFINITIONS OF LICENSES

How to decide which sound resource to use

# LICENSES EXPLAINED



- Fair Use
  - Restricted to KNCR/classroom use
  - Can be used for class projects or personal projects but restricted to educational use
  - Cannot be used or distributed online or for commercial use
  
- Royalty Free
  - Not restricted to KNCR use – does not require a payment or license type for each use
  - Free to use on the air, in personal and outside projects





# FOR EASIER SEARCHING

If you want to search by keywords

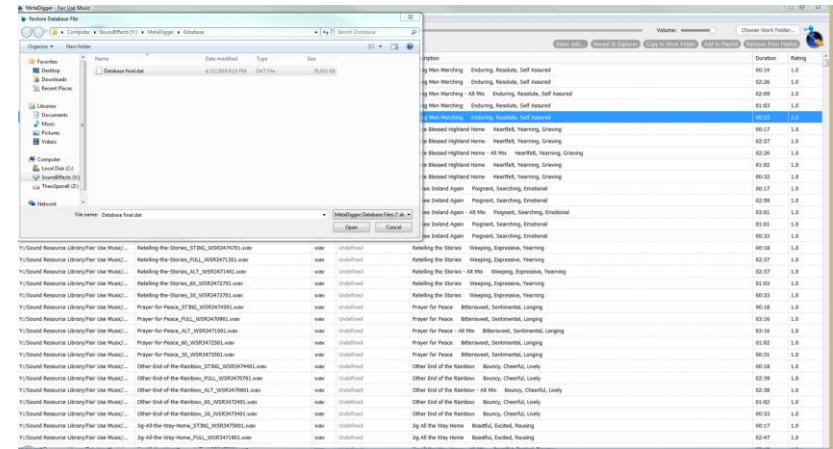
# KEYWORD SEARCHING



- For Easier Searching, you can launch the MetaDigger application
- You can browse each individual folder through file explorer OR you can run the “MetaDigger” program which allows you to search based on specific keywords
- For detailed instructions on using this application view the following slides or [view the official manual](#)

# RESTORING METADIGGER DATABASE

- Find MetaDigger in the SFX drive and open the program
- After running the program you have to “restore the database” to view the full collection.
- **FILE** → **RESTORE DATABASE** and select “Database final.dat” and click **OPEN** followed by **CLOSE** when the upload is complete





# METADIGGER ORGANIZATION

- License types are organized by “Tables” within MetaDigger
- Switch between sound types and license restrictions by going to **FILE**→ **OPEN TABLE**
- Select between
  - Royalty Free Music
  - Royalty Free SFX
  - Fair Use Music
  - Fair Use SFX

# METADIGGER ORGANIZATION

The screenshot displays the MetaDigger application window titled "MetaDigger - Fair Use Music". The interface includes a menu bar (File, Edit, View, Help), a toolbar with buttons for "Scan Files...", "View", "All", "Last Scanned", "Playlist", "Auto", and "Play", and a volume control slider. Below the toolbar, a search bar contains the text "so fi" and a status indicator shows "Found Records: 23 (1 selected)". A list of audio files is displayed in a table format with the following columns: File Path, File Name, Type, Library, Description, Duration, and Rating. The file "Scientific\_FT\_BW\_VSR2894501.wav" is highlighted in blue. At the bottom of the window, there is a "RECORDED WITH" section showing "SCREEN CLIP" and "SCREEN RECORDER" logos, along with system tray icons and the time "1:01 PM".

File Path	File Name	Type	Library	Description	Duration	Rating
Y:\Sound Resource Library\Fair Use Music\...	After Five_TAG_VSR1786101.wav	wav	Undefined	After Five Smooth, Reminiscent, Solo Instrument - Electric Piano	01:27	1.0
Y:\Sound Resource Library\Fair Use Music\...	Scientific-Puzzle_STING_VSR2745001.wav	wav	Undefined	Scientific Puzzle Staking, Distressed, Lurking	00:17	1.0
Y:\Sound Resource Library\Fair Use Music\...	Scientific-Puzzle_FULL_VSR2741901.wav	wav	Undefined	Scientific Puzzle Staking, Distressed, Lurking	02:11	1.0
Y:\Sound Resource Library\Fair Use Music\...	Scientific-Puzzle_ALT_VSR2742001.wav	wav	Undefined	Scientific Puzzle Staking, Distressed, Lurking	02:12	1.0
Y:\Sound Resource Library\Fair Use Music\...	Scientific-Puzzle_60_VSR2743001.wav	wav	Undefined	Scientific Puzzle Staking, Distressed, Lurking	01:02	1.0
Y:\Sound Resource Library\Fair Use Music\...	Scientific-Puzzle_30_VSR2744001.wav	wav	Undefined	Scientific Puzzle Staking, Distressed, Lurking	00:32	1.0
Y:\Sound Resource Library\Fair Use Music\...	Transit-So-Fi-Bumper_ELEMENT_VSR2422101.wav	wav	Undefined	Transit So Fi Bumper	00:07	1.0
Y:\Sound Resource Library\Fair Use Music\...	Transit-So-Fi-Bumper-Reversed_ELEMENT_VSR2422102.wav	wav	Undefined	Transit So Fi Bumper Reversed	00:07	1.0
Y:\Sound Resource Library\Fair Use Music\...	Sonar-March-So-Fi-Bumper_ELEMENT_VSR2423001.wav	wav	Undefined	Sonar March So Fi Bumper	00:15	1.0
Y:\Sound Resource Library\Fair Use Music\...	Sonar-March-So-Fi-Bumper-Reversed_ELEMENT_VSR2423002.wav	wav	Undefined	Sonar March So Fi Bumper Reversed	00:16	1.0
Y:\Sound Resource Library\Fair Use Music\...	Signal-Code-So-Fi-Bumper_ELEMENT_VSR2423801.wav	wav	Undefined	Signal Code So Fi Bumper	00:17	1.0
Y:\Sound Resource Library\Fair Use Music\...	Signal-Code-So-Fi-Bumper-Reversed_ELEMENT_VSR2423802.wav	wav	Undefined	Signal Code So Fi Bumper Reversed	00:17	1.0
Y:\Sound Resource Library\Fair Use Music\...	Random-Tune-So-Fi-Bumper_ELEMENT_VSR2423601.wav	wav	Undefined	Random Tune So Fi Bumper	00:14	1.0
Y:\Sound Resource Library\Fair Use Music\...	Random-Tune-So-Fi-Bumper-Reversed_ELEMENT_VSR2423602.wav	wav	Undefined	Random Tune So Fi Bumper Reversed	00:12	1.0
Y:\Sound Resource Library\Fair Use Music\...	Earth-Wind-and-Static-So-Fi-Bumper_ELEMENT_VSR2422901.wav	wav	Undefined	Earth, Wind And Static So Fi Bumper	00:08	1.0
Y:\Sound Resource Library\Fair Use Music\...	Earth-Wind-and-Static-So-Fi-Bumper-Reversed_ELEMENT_VSR242...	wav	Undefined	Earth, Wind And Static So Fi Bumper Reversed	00:08	1.0
Y:\Sound Resource Library\Fair Use Music\...	Dark-Light-So-Fi-Bumper_ELEMENT_VSR2422001.wav	wav	Undefined	Dark Light So Fi Bumper	00:12	1.0
Y:\Sound Resource Library\Fair Use Music\...	Dark-Light-So-Fi-Bumper-Reversed_ELEMENT_VSR2422002.wav	wav	Undefined	Dark Light So Fi Bumper Reversed	00:13	1.0
Y:\Sound Resource Library\Fair Use Music\...	Scientific_FT_BW_VSR2894501.wav	wav	Undefined	Scientific - essent	00:18	1.0
Y:\Sound Resource Library\Fair Use Music\...	Scientific_FULL_VSR2899001.wav	wav	Undefined	Scientific	02:31	1.0
Y:\Sound Resource Library\Fair Use Music\...	Scientific_ALT_VSR2891001.wav	wav	Undefined	Scientific - Alt Mix	02:31	1.0
Y:\Sound Resource Library\Fair Use Music\...	Scientific_60_VSR2892501.wav	wav	Undefined	Scientific	01:02	1.0
Y:\Sound Resource Library\Fair Use Music\...	Scientific_30_VSR2893501.wav	wav	Undefined	Scientific	00:33	1.0

# FACILIS → METADIGGER FULL PROCESS TUTORIAL

- Login to Facilis
- Go to File Explorer to view the SFX drive and find MetaDigger
- Launch MetaDigger
- You have to “restore the database” in MetaDigger before you can view the database (previous slide)
- Once the database is restored you can view collections by going to **FILE** → **OPEN TABLES** → select from drop down
- Once the database is restored you can search by keywords
- Click on each sound and click **PLAY** to listen
- Select **CHOOSE WORK FOLDER...** to select where you want to export your sound
- Select sound and click **COPY TO WORK FOLDER**
- The sound will appear in the folder you selected

# FACILIS → METADIGGER FULL PROCESS TUTORIAL



# For library editors



Review the following slides to edit and add keywords (only if you have editor/administrator access)





# ADDING METADATA

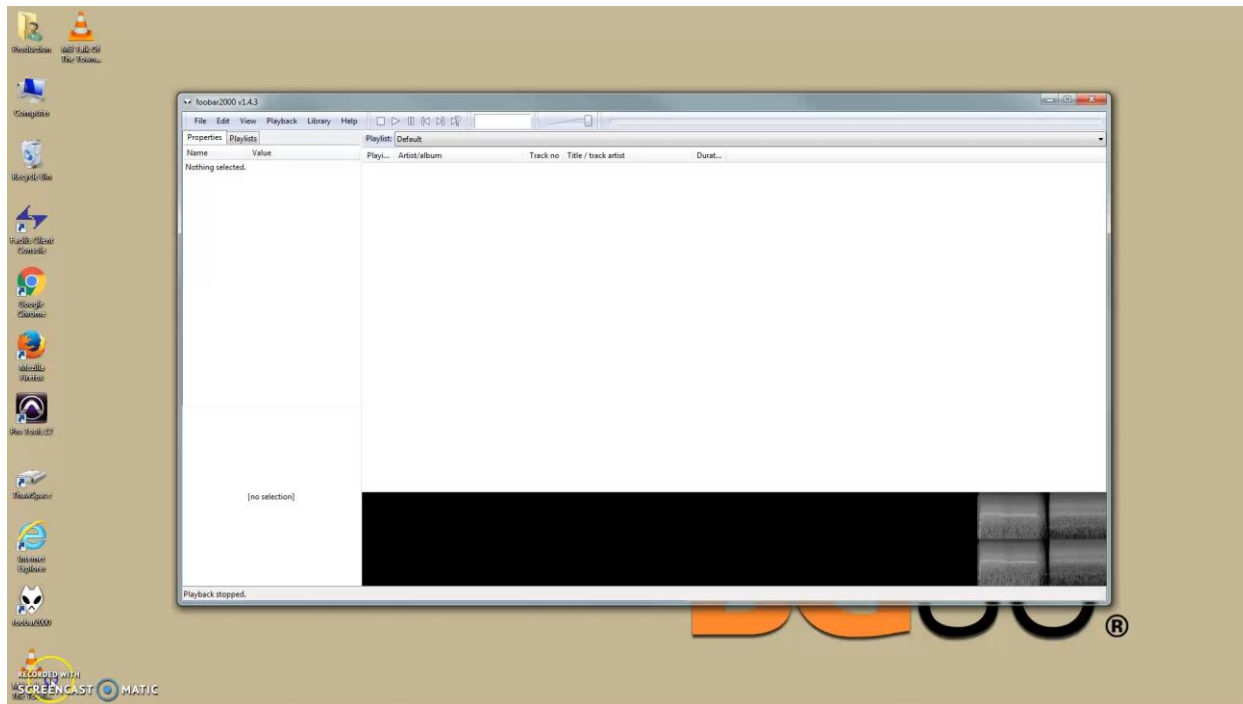
How to add keywords to new or existing files

# HOW TO ADD KEYWORDS USING FOOBAR200



- Make sure you are connected to the SFX drive through Facilis (see earlier slides)
- **Open Foobar200**
  - Upload files that need tags or that you want to edit tags for into Foobar
    - **Select FILE → ADD FILES**
  - Select the files you want to edit
  - **Click twice on Meta Data** description and edit the “Title” area.
    - Create tags based on genre, instruments, SFX category, or mood
  - After adding tags, upload the files back into MetaDigger (information will save in file type)

# HOW TO ADD KEYWORDS USING FOOBAR200





# ADDING NEW SFX

How to organize and save files to the library

# HOW TO SAVE



- Accessing Shared Drive
  - Make sure you are connected to the Sound Resource Library drive through Facilis (see earlier slides)
  
- Saving/Organizing
  - Save the file under “Fair Use SFX Created in KNCR” folder in the SFX drive
  - Save each SFX by describing the sound first by the type object or location and then by the specifics of the sound
  - Ex: “AT THE Dentist, Dental Suction Tube”
  - “Bicycle, “Approach and Skid”
  - Once the sound is named, file it into one of the categories in the “Fair Use SFX Created in KNCR” folder
  
- Any new SFX or sounds added to the library must be added into a new database in MetaDigger (instructions on following slides)



# HOW TO SAVE CONTINUED

Once the sound is named, file it into one of the categories in the “Fair Use SFX Created in KNCR” folder:

- General Sound Effects
- Exterior Atmospheres
- Household
- Interior Backgrounds
- Transport
- Animals n Birds
- Crowds Fantasy Humor
- Communications
- Water
- Industry
- Sport and Leisure
- Bang
- Electronically Gen Sounds
- Human Sounds



# UPDATING METADIGGER

How to create a new version of the database



## UPDATING THE DATABASE

- After properly categorizing a new file, upload the newly updated folder it comes in and create a new database that reflects the changes
- **Open MetaDigger**
- **File → BACKUP DATABASE**
- Rename the new database reflective of the date it was changed



# THANKS!

## **Any questions?**

Questions on the project:

Maddy Grimm at [mmgrimm@bgsu.edu](mailto:mmgrimm@bgsu.edu)

Technical Concerns:

Chad Fletcher at [cfletch@bgsu.edu](mailto:cfletch@bgsu.edu)

Updating Library:

WBGU Production Director found through [wbgufm@wbgufm.com](mailto:wbgufm@wbgufm.com)